

K-State Information Technology Project Submission Form

Instructions: Complete this form and e-mail it along with any requested documents to the chair of the CMIS Advisory Committee: Diana Blake (dkblake@ksu.edu).

Project Name: **Date:**

Submitted By:

1. Points of Contact – *Individuals responsible for sponsoring, planning, and implementing this project.*

Position	Name and Department	Phone	E-mail
Project Sponsor	Gary Leitnaker	532.6277	GELeit@ksu.edu
Project Manager	Brian Kuntz	532.7847	Kuntz@ksu.edu
Technical Lead	Jeff Camino	532.4765	JCamino@ksu.edu
Functional Lead	Julie Henton	532.6277	JKHenton@ksu.edu

2. Business Problem – *A brief description of the business problem.*

Kansas State University's Human Resource Information System (HRIS) is currently running PeopleSoft version 8.8 sp 1. This version will no longer be supported with tax updates as of December 2008. KSU will need to upgrade to version 9.0 no later than December 2008 in order to continue to receive vendor support for tax updates.

3. Statement of Work – *A short, precise, and clear description of the overall goal of the project. The statement should be short, precise, and clear.*

Upgrade the HRIS application from version 8.8 sp 1 to version 9.0 no later than December 2008.

4. Project Objectives – *A brief list of what the project is to accomplish (maximum of 5 objectives). Along with the statement of work, the objectives define the boundaries (scope) of the project.*

1. Develop a solid project plan; track and communicate team progress on a regular basis.
2. Minimize the number of customizations in version 8.8 sp 1 to be re-applied to version 9.
3. Minimize post-upgrade issues by developing comprehensive testing methodologies and utilizing automated testing tools to identify and track problems and their resolutions.
4. Minimize the amount of downtime during the final upgrade/move to production.
5. Complete the upgrade in February 2008. If this is not possible, complete the upgrade in November 2008.

5. Regulatory or Policy Changes Driving This Project – *If this project is a result of a regulatory or policy change, place an "x" in the appropriate column below. Attach a separate document (e.g., Federal or State statute), or provide a URL to a website that can provide detailed information about the regulatory or policy change.*

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	Federal Government	State of Kansas	Board of Regents
Regulatory*	X	X	
Policy			

* To comply with future changes to Federal and State regulations effecting payroll and personnel records.

6. Institutional and Information Technology Strategies – Place an “x” next to each statement to indicate how this project aligns with university or IT strategies.

Strategic Planning Themes (From the 1999-2001 Strategic Planning Committee) See: http://www.ksu.edu/provost/planning/index.htm .	
1. Support recruitment, retention, and professional development of high quality faculty.	
2. Strengthen the learning and teaching environment.	
3. Enhance the quality of graduate and research programs.	
4. Develop the library infrastructure.	
5. Develop the Information Technology infrastructure.	
6. Enhance a diverse and multicultural environment.	
7. Enhance the international emphases.	
8. Define the university's role in mediated learning.	
9. Contribute to the state's economic development and environmental health.	
University Aspirations (From the "Review of Tuition Principles" PowerPoint Presentation) See: http://www.ksu.edu/vpaf/	
1. Become a Top 10 Land Grant university as a composite of all three categories of our mission - teaching, research and extension.	
2. Retain K-State's traditional enrollment pattern even though student costs may increase.	
3. Provide competitive compensation packages for all employees.	
4. Provide a level of Other Operating Expense support consistent with K-State's status as a doctoral research-extensive university.	
5. Maximize financial flexibility at all levels within the university.	
IT Strategies (from annual IT Management and Budget Report to the State of Kansas)	
1. Leverage information assets to serve faculty, staff, and students.	X
2. Move to a networked system with capability to support the clients as the user access device.	X
3. Create a system of information assets that are well organized on centrally managed Oracle relational databases.	X
4. Create tools and sources of information to allow users to do most of their computing without assistance.	X
5. Make information available widely on the campus.	X
6. Provide remote monitoring and maintenance of IT systems.	
7. Expand continuing professional education through use of the Internet.	
8. Purchase commercial products when they exist and create tools to bridge the time until commercial products are available.	X

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9. Identify the most critical university facilities and their IT resources to facilitate recovery and increase awareness of the business risks of IT service outages.	
10. Maintain and advance the reliability, redundancy, and recoverability of the information technology infrastructure.	
11. Enhance user assistance and support.	
12. Empower the user and expand the user base with an increasing variety of computing and telecommunication tools, capability, and interfaces.	X
13. Encourage mediated instruction, distance learning, e-tech transfer, digital library functionals, and e-life-long learning.	
14. Establish policies to guide the access, use, organization, confidentiality, and integrity of information assets.	
15. Develop and maintain integrated information structure and access.	
16. Seek additional funding sources.	
17. Encourage a teamwork approach and enhance staff education.	

7. Estimated Project Schedule – Provide estimated start and end dates for each major phase of the project. Dates may overlap. See definitions of project phases below.

Project Phases	Est. Start Date (Mo./Yr)	Est. End Date (Mo./Yr)
Start-up	2/01/07	7/26/07
Execution*	7/27/07	2/27/08
Closeout*	2/28/08	3/14/08

* The execution and closeout phases reflect the best case scenario. If this is not possible, the project execution phase will be extended through November 2008 and the project closed out in December 2008.

Definition of Project Phases

Concept: Establishes the conceptual view and general definition of the project and includes the CMIS Advisory Committee submission, review, and approval process. Include the estimated time to prepare and submit the Project Submission form to CMIS.

Planning: Activities include developing a detailed Project Plan/Work Breakdown Structure (WBS). The Project Plan/WBS should define the tasks and estimate the time, cost, and resource requirements for the project.

Implementation: Includes project start-up, execution, and close-out activities described below.

During project **start-up** the Project Team is formed, a kick-off meeting is conducted, and requirements are reviewed. The Project Plan/WBS should be finalized and approved by the Project Sponsor, Steering Committee, and Executive Computing Committee as appropriate.

Upon receipt of necessary approvals, the Project Team **executes** the Project Plan/WBS. Project activities are tracked, monitored, and communicated. The Project Plan/WBS is reviewed and updated on a regular basis. Activities also include change control, risk management, and issue identification.

Close-out activities include user acceptance of project deliverables, conducting a lessons learned session, completion of project documentation, and celebration of project completion.

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8. Functional and Technical Resources – Indicate all functional and technical resources and estimated person hours required. List skill sets needed, resource name, and department name if known. Indicate new positions by placing an “x” in the “New Position” column. For assistance with resource estimates contact the appropriate IT unit. Add lines as needed.

Skill Set	Department	Resource Name	New Position	Estimated Person Hours
Project Management	ISO	Brian Kuntz	No	220
Technical Lead	ISO	Jeff Camino	No	220
Function Lead	HR	Julie Henton	No	660
Functional staff	HR	Cindy Sicard	No	270
Functional staff	HR	Alma Deutsch	No	465
Functional staff	HR	Kristi Fronce	No	190
Functional staff	HR	Frieda Beat	No	190
Technical staff	ISO	Matt Fuller	No	100
Technical staff	ISO	Diane Havenstein	No	100
Technical staff	ISO	Jim Grimwood	No	120
Technical staff	ISO	Ron Jackson	No	200
Grand Total				2,735

9. Project Out-of-Pocket Costs – Provide estimated out-of-pocket costs by fiscal year and indicate types of expenditures (e.g., hardware, software licensing, consulting services, etc.). Add additional lines if needed. Staff salaries should be figured based on \$25/hour.

Fiscal Year	Type of Expenditures	Est. Low	Est. High
2008*	Staff Salary (2,735 hours x \$25 = \$68,375)	\$ 61,537.50	\$ 75,212.50
		\$	\$
		\$	\$
		\$	\$
Grand Total – Estimated Costs		\$ 61,537.50	\$ 75,212.50

* The best case scenario is that the system will be upgraded in February 2008. If this is not possible, the project may span two fiscal years (2008 and 2009).

10. Project Funding Responsibility – Sources and amounts of out-of-pocket costs.

Source of Funds	New Resources	Existing Resources	Total
Administrative Dept./College: <u>HR and ISO</u>	\$	\$ 68,375	\$ 68,375
IT Department	\$	\$	\$
Central IT (VPAST)	\$	\$	\$
Separate Project Funds (Describe)	\$	\$	\$
Other: _____	\$	\$	\$
Don't Know	\$	\$	\$
Grand Total	\$	\$ 68,375	\$ 68,375

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11. On-Going Costs – Estimate annual operational costs 5 years beyond project completion. Include salary and training costs based on \$25/hour, hardware costs (maintenance, upgrades, 3 year replacement cycle), software costs(maintenance, upgrades, ongoing/additional licenses), and any anticipated growth.

Year	Fiscal Year	Comments	Est. Low	Est. High
1			\$	\$
2			\$	\$
3			\$	\$
4		(Example: Server replacement)	\$	\$
5			\$	\$
Grand Total – Estimated Costs			\$	\$

12. On-Going Funding Responsibility – Sources and amounts of on-going product funding.

Source of Funds	New Resources	Existing Resources	Total
Administrative Dept./College: _____	\$	\$	\$
IT Department	\$	\$	\$
Central IT (VPAST)	\$	\$	\$
Separate Project Funds (Describe)	\$	\$	\$
Other: _____	\$	\$	\$
Don't Know	\$	\$	\$
Grand Total	\$	\$	\$

13. Project Dependencies and Relationships – List all dependencies and constraints on this project.

<p><i>Other major projects that must precede this project:</i></p> <p>PeopleTools upgrade to version 8.48. – already complete Upgrade of production application server. – already complete</p> <p><i>Other major projects that must follow this project:</i></p> <p>N/A</p> <p><i>Other major projects, if done concurrently, could result in an over-commitment of resources:</i></p> <p>LASER iSIS</p> <p><i>Other constraints:</i></p> <p>Due to the increasing technical workload of the LASER iSIS Project, one developer from the ISO HRIS/Budget team has been temporarily reassigned to the LASER iSIS Project for the next 12 months. This means that the ISO HRIS/Budget Team is now at 80% of capacity which will impact the team's ability to take on additional support or project work.</p> <p><i>KITO Oversight? (Y/N):</i> N</p>

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14. Risks and/or Consequences – *Briefly describe the risks and/or consequences of not doing this project, or if the project cannot be completed within the estimated timeframe indicated in Section 7. Include impact on operations, students, staff, other systems, etc.*

Failing to undertake this effort will have an adverse effect on KSU being able to comply with future changes to employment tax regulations.

15. Planned System Retirement – *If this project will have a major impact on a system that is planned for retirement within the next two years, explain why this change must be completed prior to system retirement.*

N/A

16. Other Information – *Provide any other information you feel is important about this project.*

N/A